



Franciscan Renewal Center

Volunteer Position Description

Title Hospitality Minister

Importance of the position to the Franciscan Renewal Center

Hospitality Ministers (HMs) serve as ushers and extend Casa hospitality to the worshipping community. They are the first face to greet people to Our Lady of the Angels Church. Their most important job is to smile and make people feel welcome.

Responsible to Hospitality Mass Coordinator

Definition of Duties

- Greet and Smile – make people feel welcome
- Work cooperatively with fellow ministers to cordially and generously serve the worshipping community by carrying out specific responsibilities.
 - Distribute worship aids/song sheets prior to mass
 - Distribute bulletins after mass
 - Gather the regular collection
 - Distribute and gather envelopes for special collections
 - Direct worshippers to communion
 - Arrange for the needs of those requiring assistance with seating or communion
 - Answer questions
 - Secure or provide help to those needing additional assistance, including those experience a medical emergency
 - Help clean up worship space to prepare for the next mass

Length of Commitment

One Year

Time Required

Time varies. More time required seasonally (ie: Christmas and Holy week) and during recruitment and training.



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Qualifications

- Member of Our Lady of the Angels Church
- Dependable – must show up on scheduled time
- Good communication skills
- Basic understanding of the Roman Catholic liturgy
- Need to be approachable with the ability to be responsive and sensitive to the needs of others
- Must have a pleasant, friendly, helpful demeanor
- Safe Environment certified

Training Provided

- On the job orientation to the tasks
- Written procedures
- Safe Environment training

Evaluation

Mutual evaluation annually